

Signing In to Meeting Maker

Native Client Login

- 1 Double-click the Meeting Maker icon.
- 2 Type your sign in name and password, and click **Sign In**

If you don't see a server listed, follow the steps below:



- 3 Click on **Server** and select an appropriate protocol (TCP, IP, Appletalk, or IPX)

For TCP or IP you will need to click **Configure** to enter the IP address or domain name of the Meeting Maker server. See your administrator for details.

- 4 Click **Select** and **Sign In**

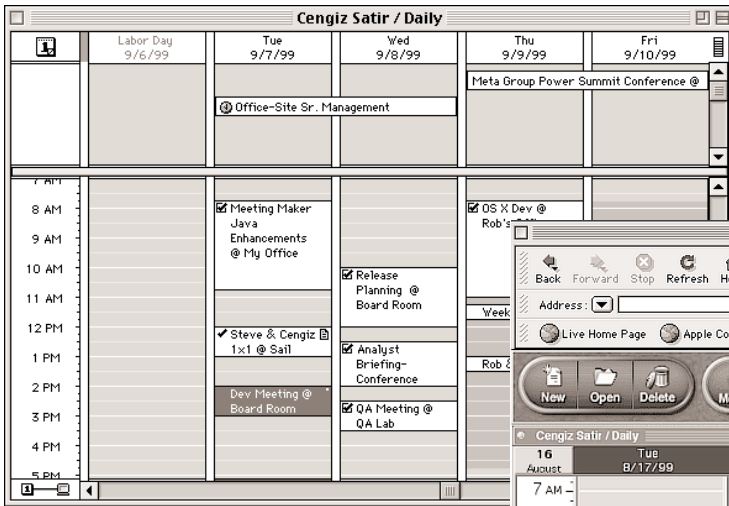
Java Client Login

- 1 Click on your browser and select the URL to access your Meeting Maker Java Client.
- 2 Select your server from the drop-down list

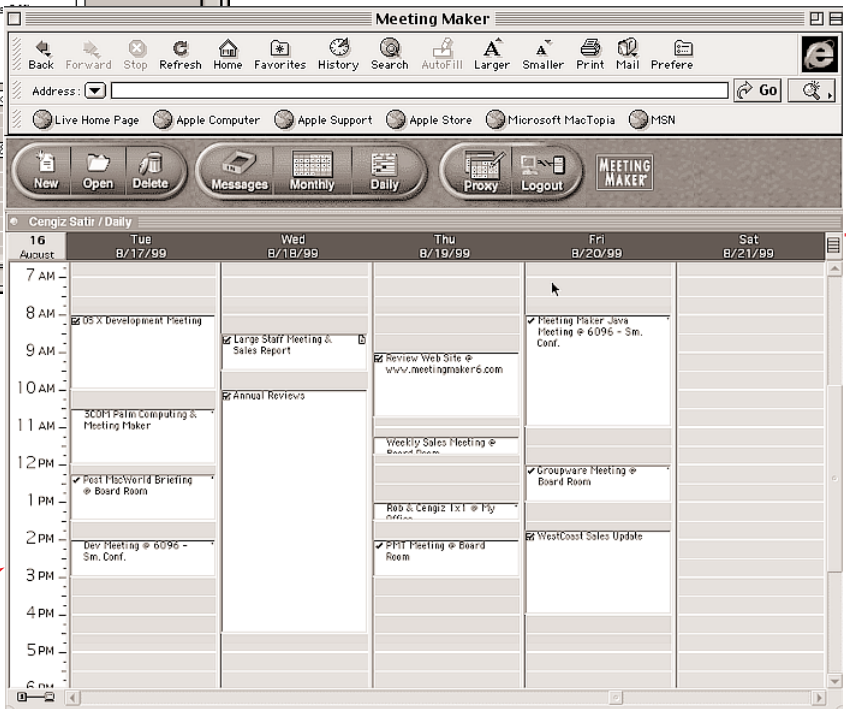


- 3 Click in the empty space next to Name, type your sign-in name and password, and click **Sign In**

Meeting Maker Daily Views



Click on the **Single Day/Multi-Day** icon to switch between a single day view and the weekly view.



Native Client -
Select **Daily Calendar** from the **View** menu to view your calendar by day.

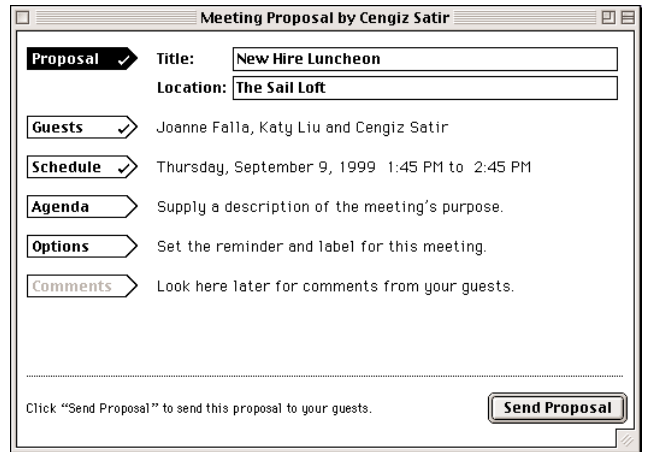
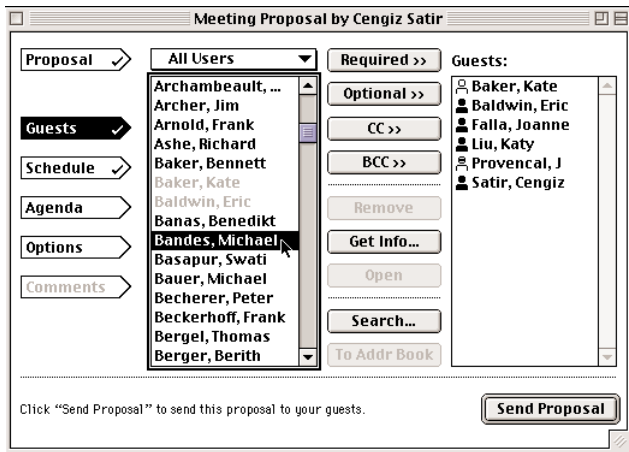
Java Client -
Select the **Daily Calendar** by clicking on the **Daily View** icon. Select other calendar views by clicking on the appropriate icon.

Proposing Meetings or Activities

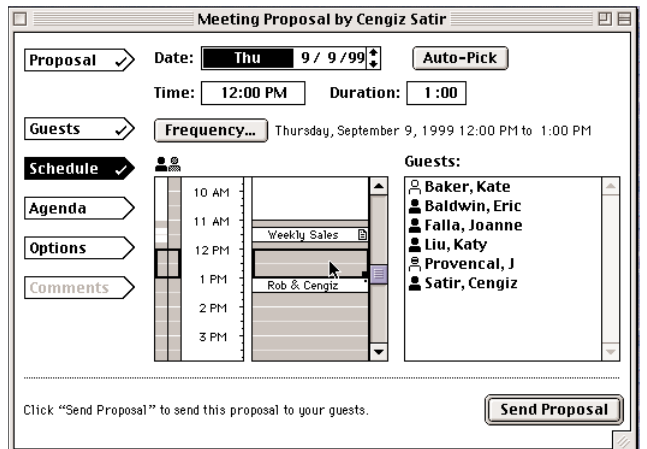
- 1 Option or Control, click and drag the mouse across the time you wish to schedule a meeting. Click and drag for an activity, or select **File, New Activity/Propose Meeting**.

NOTE: The difference between meetings and activities is that meetings include guests or resources, and activities involve only yourself.

- 2 Type a meeting title or activity description.
- 3 Click **Guests** and select **All Users** to invite people to a meeting. Click **Guests** and select **Locations** to reserve a room for the meeting.



- 4 Click **Schedule** and select a time when all guests can attend, or click **Auto-Pick** and let Meeting Maker find the first time when all required guests are available.



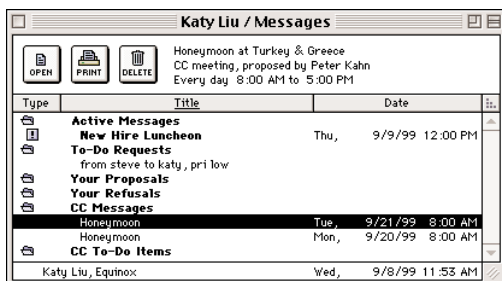
Additional Meeting/Activity Scheduling Options

- A. For recurring meetings/activities, click **Frequency**, and select from the available options.
- B. Click the **Options** button to set up an automatic reminder of the scheduled event, or to define the status of the meeting (i.e., private, flexible).
- C. Click the **Agenda/Notes/Comments** button to include additional information. The Java Client has the added ability to include url links; i.e. <http://www.meetingminutes.com>.

- 5 Click **Send Proposal** to send the meeting proposal.

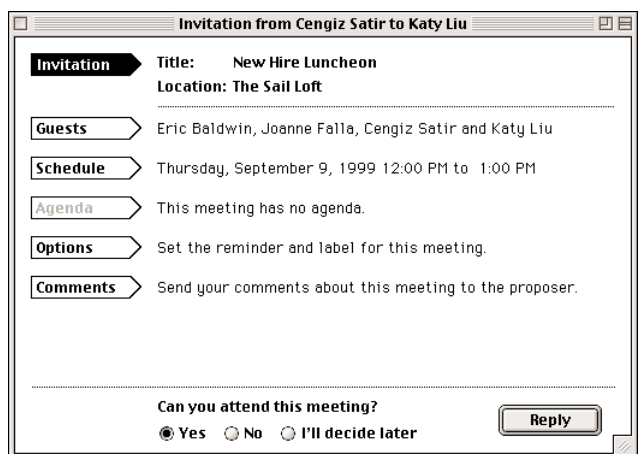
Meeting Invitations

- 1 Choose **View**, then **Messages**. New invitations will be listed in the Active Messages folder.



- 2 Double-click the message to read the invitation.

Note: Meeting Maker automatically defaults to answer Yes or No based on your current availability for the specified date and time. You may wish to over-ride the default. For example, if you were already booked at that time, Meeting Maker will suggest No as the response, but you could change it to Yes if you wish to attend the newly proposed meeting.



- 3 Click **Yes**, **No** or **I'll decide later**, and click **Reply**.

Java Client Meeting Proposal

1 Option or Control, click and drag the mouse across the time you wish to schedule a meeting; click and drag for an activity, or select **File**, then **New Activity/Propose Meeting**.

2 Type a meeting title or activity description.

Meeting Proposal by Cengiz Satir

Proposal Guests Schedule Agenda Options Comments

Title: New Hire Luncheon
Location: The Sail Loft
Guests: Kate Baker, Eric Baldwin, Katy Liu, Cengiz Satir
Schedule: Thursday, 9/9/99, 12:00 PM to 1:00 PM
Agenda: <http://www.bluecross.com> <http://www.mmhr.com> Please download and/o
Comments:

Click "Send Proposal" to send this proposal to your guests. Send Proposal

4 Click the **Schedule Tab** and select a time when all guests can attend, or click **Auto-Pick** and let Meeting Maker find the first time when all required guests are available.

Meeting Proposal by Cengiz Satir

Proposal Guests Schedule Agenda Options Comments

Date: Thu 9 / 9 / 1999
Time: 12 : 00 PM Duration: 1 : 00 All Day Auto-Pick
Frequency... Thursday, 9/9/99, 12:00 PM to 1:00 PM

Weekly Sales Meeting
12 PM
1 PM Rob & Cengiz 1x1 @
2 PM

Guests: Baker, Kate
Baldwin, Eric
Liu, Katy
Provencal, J
Satir, Cengiz

Click "Send Proposal" to send this proposal to your guests. Send Proposal

Note: Busy-time is graphically presented within the schedule tab for both required and optional guests, as well as locations and/or resources.

6 Create url links in the **Agenda**, **Notes** or **Comments Tab**

Meeting Proposal by Cengiz Satir

Proposal Guests Schedule Agenda Options Comments

<http://www.bluecross.com>
<http://www.mmhr.com>

Please download and/or read your employee new hire packet from the urts listed above. If you have any question or like to schedule some time with me please book some time in Meeting Maker.

Thank You,
Human Resources Manager
hr@on.com

Click "Send Proposal" to send this proposal to your guests. Send Proposal

3 Click the **Guests Tab**, then double-click **All Users**, **Locations** or **Resources** to invite people to the meeting, and reserve a room and/or equipment for the meeting.

Meeting Proposal by Cengiz Satir

Proposal Guests Schedule Agenda Options Comments

All Users
Baker, Bennett
Baker, Kate
Baldwin, Eric
Banas, Benedikt
Bandaes Michael
Basapur, Swati
Bauer, Michael
Becherer, Peter
Beckerhoff, Frank
Bergel, Thomas
Berger, Berith
Berman, Tina

Required >> Baker, Kate
Baldwin, Eric
Optional >> Liu, Katy
Provencal, J
Cengiz Satir

CC >>
BCC >>
Info
Search
Remove

Click "Send Proposal" to send this proposal to your guests. Send Proposal

Note: Type-ahead in the user list to quickly locate the individual(s) you wish to invite to a meeting.

5 For recurring meetings or activities, click **Frequency**, and select from the available options.

Once
Daily
Weekly
Monthly
Quarterly

Frequency: Annually

Starts on: Thu 9 / 9 / 1999 Ends on: Thu 9 / 9 / 1999 ongoing

If the activity falls on a weekend:
don't move it

OK Cancel

7 Click on the **Option Tab** to set reminders and Labels

Meeting Proposal by Cengiz Satir

Proposal Guests Schedule Agenda Options Comments

Reminder

never
 0 : 15 before
 1 day(s) before
 on Thu 9 / 9 / 1999 11 : 55 AM

Options

Label: General Standing Meetings Sample Text

Private Publishable Flexible

Click "Send Proposal" to send this proposal to your guests. Send Proposal

Options/Preferences

Options, such as labels, default reminder settings, and other calendar preferences are set at the native client level, however there are some preferences, such as burn-through notification and font settings that can be set from within the Java Client. Burn-through notification can be turned on/off per browser session (when the first reminder occurs). Font preferences can be changes by holding down Ctrl-Shift and click into the toolbar. Logout of the Java session to completely enable new font settings.

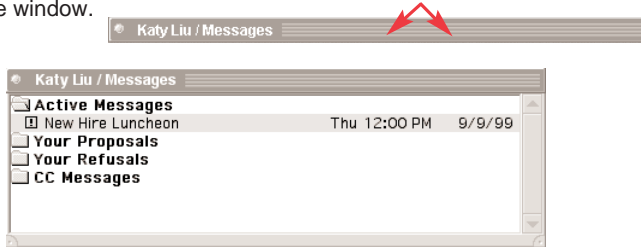
Java Client Navigation & Proxies

Navigation & Desktop Organization:

- 1 Double-clicking within the "open area" of the toolbar reduces the size of the toolbar, thus providing more space within the browser to work with calendar information. Double-clicking again within the small toolbar "open area" will restore the toolbar to its original size.

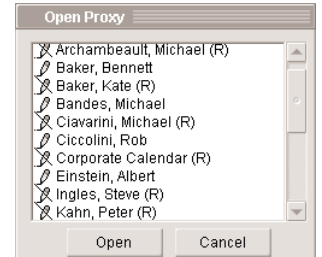


- 2 Double-clicking within the "open area" of any 'title-bar' will collapse the window. Double-clicking the title bar again will restore the window.



Accessing Proxies:

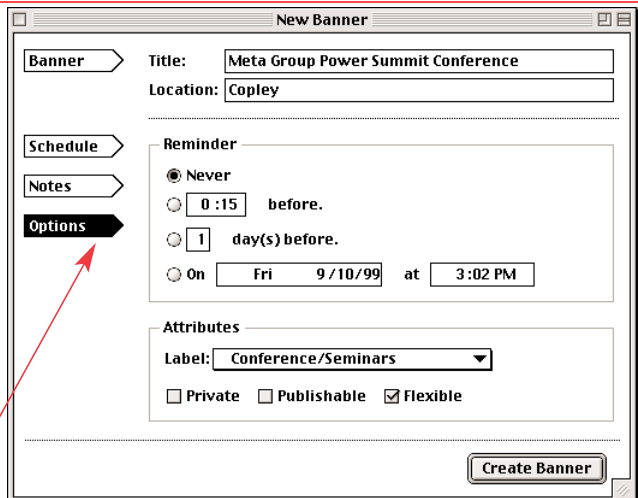
Click the Proxy icon on the toolbar. All Proxies will be listed in alphabetical order. Read/Only proxies are noted with a "(R)" after user's name. Select the proxy you wish to access and click open (or double-click the proxy). **Note:** Proxies can only be opened one at a time, however you can have multiple proxies open within your browser. See **Native Client Proxies** for more information.



Banners

A banner is an informational item that usually does not correlate to a specific time of day. Examples include a trade show, a colleague's vacation, or a birthday. By default a banner is what Meeting Maker calls **Flexible**, and it does not block busy-time. You can also use a banner to reserve busy time. In this case, a banner would indicate that you are attending a trade show and are not available for meetings. Banners can span multiple days, and you can have several banners on the same day. Banners appear in both the daily and monthly calendar views of the Meeting Maker native client.

- 1 To create a banner click and drag the mouse across the banner display region, located above the daily view, or choose **File**, then **New Banner**.
- 2 Enter a title and location for the banner.
- 3 Click Schedule to modify the date range.

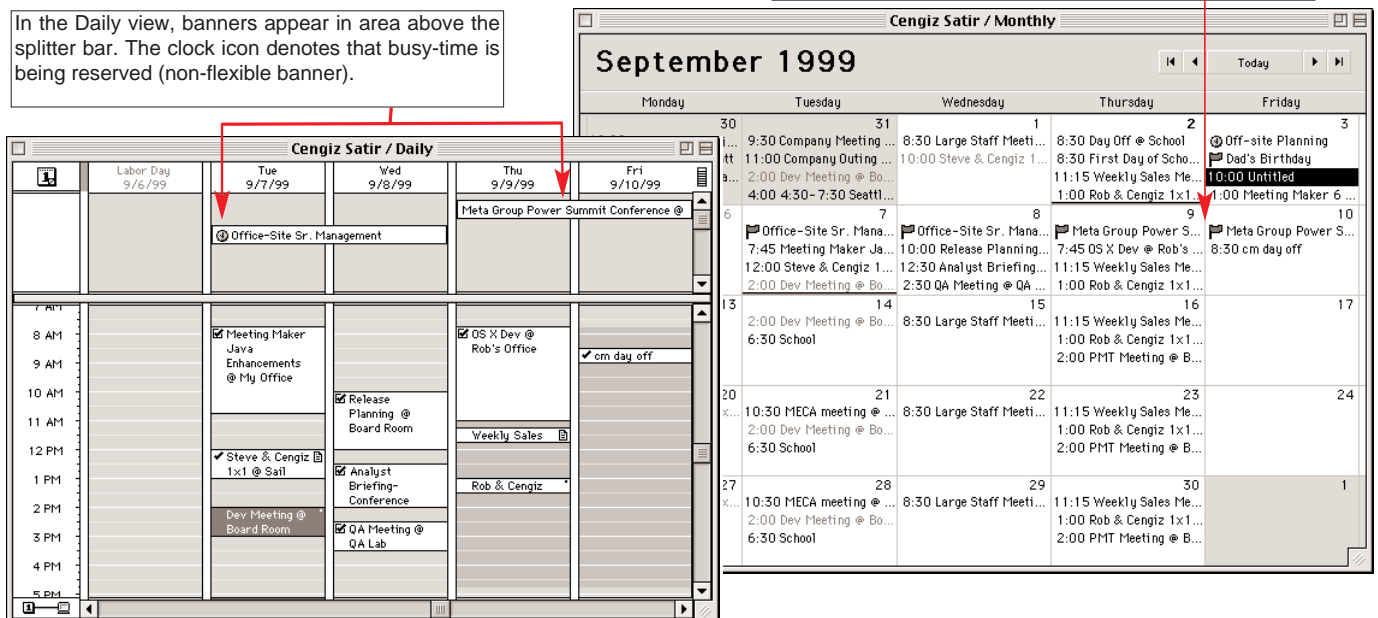


Banner Options:

Set automatic reminders and/or labels
Mark your banner Private, Publishable, or Flexible

On a Monthly Calendar, the banners appear as flags.

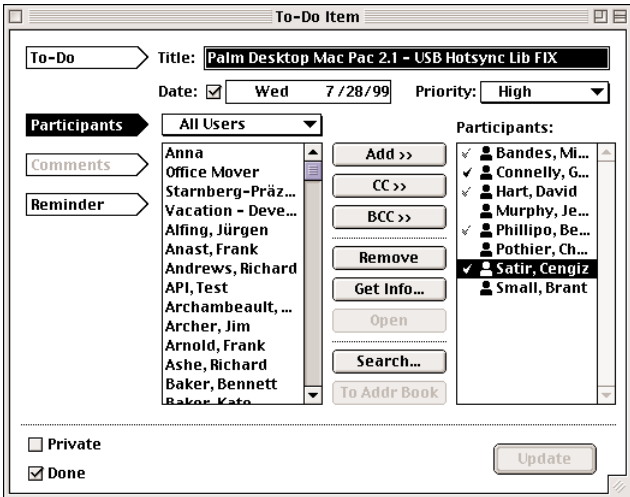
In the Daily view, banners appear in area above the splitter bar. The clock icon denotes that busy-time is being reserved (non-flexible banner).



Creating a To Do & Group To Do

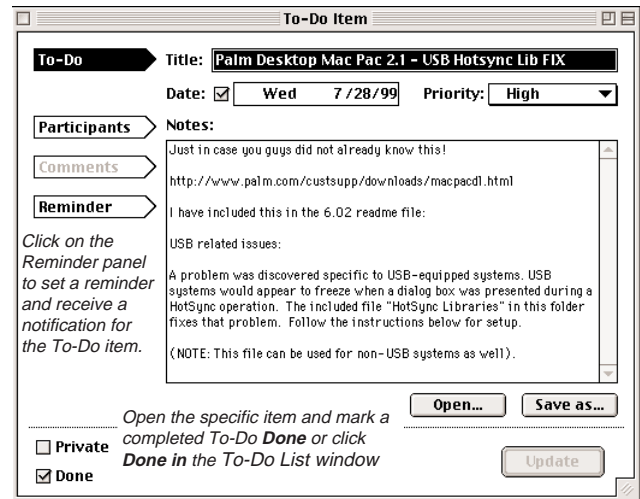
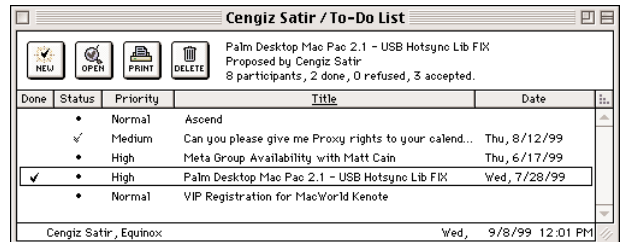
- 1 Choose **View**, then **To-Do List**.
- 2 Click **New** to create a new To-Do item.
- 3 Enter a To-Do title and date and select a priority

*Note: Priorities can be customized from the **Edit Preferences** menu*



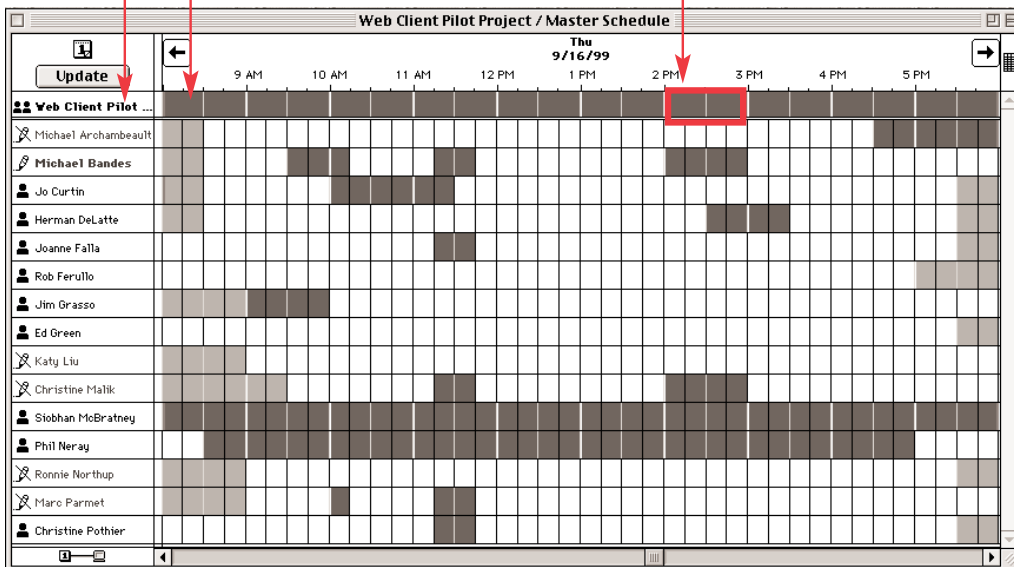
- 4 Create a Group To-Do by clicking on **Participants** and select the users you wish to have review and/or complete this task.

- 5 Selected participants will receive a To-Do proposal that appears in the **Messages Window**



Master Schedule

Master Schedule provides a composite view of busy and free time for a defined group. Groups can be setup as either personal groups, public groups, or global groups. Create a personal group by selecting **Edit**, **Address Book**, then **New Group**. Add users and/or resources to the group and from the **View** menu select Master Schedule and pick the group that you created. Master Schedule preferences can be set by clicking on the **Edit** menu and selecting Master Schedule from the preferences window. The default view can be set to show anywhere from 1 -7 days. The color scheme can be customized to graphically display busy-time, work hours (free-time) and non-work hours in a way that is easy for you to recognize at a glance (examples: red/green/yellow or red/dark grey/light grey). The Master Schedule Group bar indicates the free and busy time of the group as a whole. Instantly invite the entire group by clicking and dragging the mouse across the group bar at the desired time.



Master Schedule Shortcuts

1. Propose a meeting for Read/Write proxied users or resources.
Shortcut - Hold down the **Option** key(Mac)/**Ctrl**(Win) while dragging on the work hours area of that user or resource's row.
2. Propose a meeting for Read-Only proxied users or resources.
Shortcut - Drag on the work hours area of that user or resource's row.
3. Schedule an activity for a Read/Write proxied user or resource.
Shortcut - Drag on the work hours area of that user or resource's row.
4. View activity or meeting details of a Read/Write proxied user or resource.
Shortcut - Double-click on the busy-time block in that user's or resource's row.
5. View any proxied user's or resource's Daily Calendar.
Shortcut - Double-click on the user or resource name.

Notes: You must be working online to use a Master Schedule. Master Schedule is only available in the Native client. Users who have given you proxy rights show with a pencil next to their name.

Native Client Proxies & Navigation

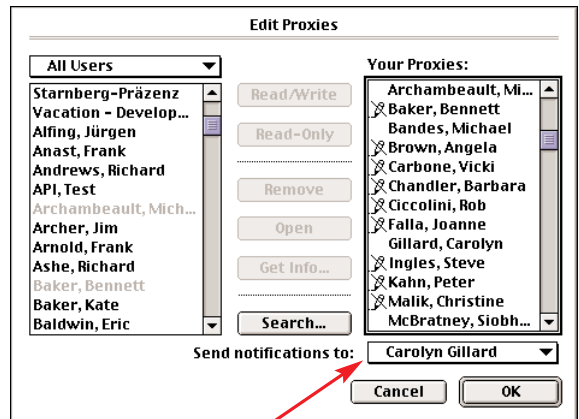
You can designate another user as your *Proxy* (someone with access to your calendar). Proxies can track your meetings, activities, To-Dos, and can print your calendar. You can make specific Activities and To-Dos private to keep proxies from viewing them.

- 1 Choose **Edit, Proxy List**.
- 2 Select proxies from the Users list and click either **Read/Write** or **Read-Only**.

Read/Write proxies can change your calendar. Read-Only proxies can only view the proxied calendar.

- 3 Click **OK** to enable the selected proxies.

Note: To work on someone's calendar when you're a proxy, choose the user's name from the Proxy menu. To return to your calendar, choose your name from the Proxy menu. Look at several calendars simultaneously by selecting **Tile Daily** from the View menu.



Click here to select a proxy to receive your message notifications (optional).

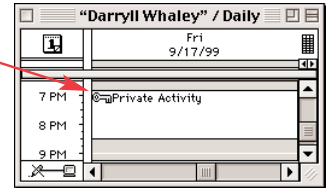
Calendar Navigator:

Click on the navigator icon to select a date to display on your calendar, or enter a specific date to jump forward to on your schedule. See also **Shortcuts** section on last page.



Private Activities:

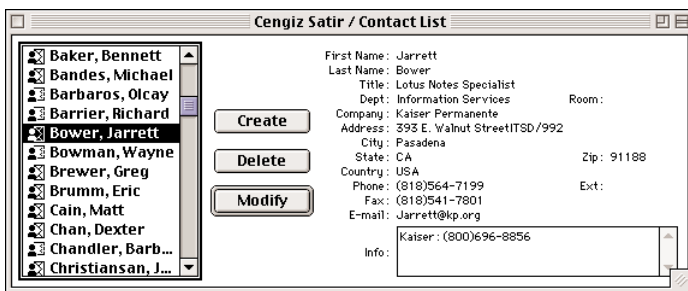
When proxying a calendar, this symbol indicates that the user has designated the activity as "private".



Creating Contacts

You can create a contact list that includes both external and internal contacts by entering data on the Contact Information screen. Once you create a Contact List, you can access it from the Meeting Proposal screen in order to invite the contact person to a meeting.

- 1 Choose **View**, then **Contact List**. The Contact List screen appears.



- 2 Click **Create**. The Contact Information Entry Screen appears.

- 3 Enter the contact data.

- 4 Click **OK** to add the new contact to the Contact List.

Contacts in the native client can be created, deleted and/or modified to send a meeting proposal via email (SMTP or MAPI). In the guest panel of a proposal click on *Public Directory*, then *Contacts*, select the individual(s) you wish to invite as guest and send the meeting proposal.

Contact Information

First Name: Jarrett
 Last Name: Bower
 Title: Lotus Notes Specialist
 Dept: Information Services Room:
 Company: Kaiser Permanente
 Address: 393 E. Walnut Street
 City: Pasadena
 State: CA Zip: 91188
 Country: USA
 Phone: (818)564-7199 Ext:
 Fax: (818)541-7801
 E-mail: Jarrett@kp.org
 Info: Kaiser: (800)696-8856
 Native Client

OK **Cancel**

Contact Information

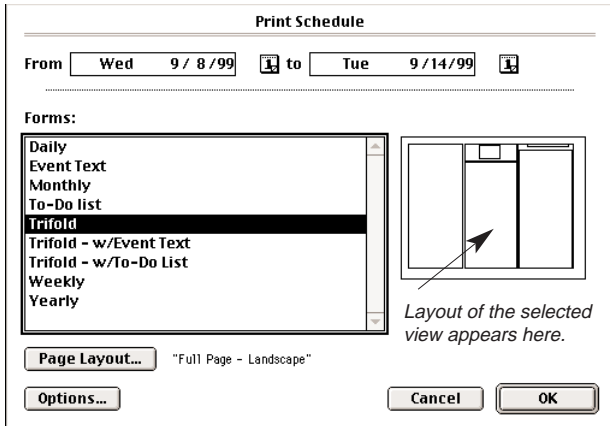
First name: Jarrett
 Last name: Bower
 Title: Lotus Notes Specialist
 Dept: Information Services Room:
 Company: Kaiser Permanente
 Address: 393 E. Walnut Street ITSD/992
 City: Pasadena
 State: CA Zip: 91188
 Country: USA
 Phone: (818)564-7199 Ext:
 Fax: (818)541-7801
 Email: Jarrett@kp.org
 Info: Kaiser: (800)696-8856
 Java Client

Ok **Cancel**

Contacts in the Java client can be accessed via a meeting proposal. A meeting proposal can be sent via email (SMTP/MAPI) by selecting a contact from the *Public Directory* in the guest tab and inviting the Contact(s) as guest. Cut/copy and paste from the *Info* field to the *Agenda* or *Comments* text fields.

Native Client Printing Options

1 Choose File then Print Schedule.



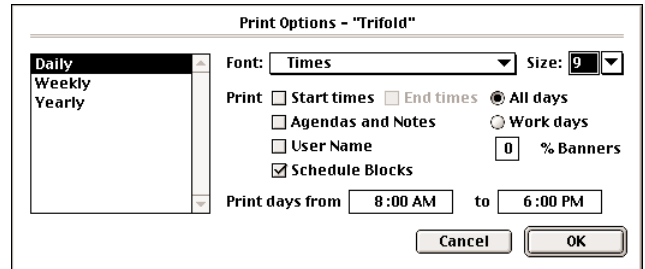
2 Select the form, enter a start and end date, Click OK

Note: When printing a meeting or message from the file menu, print options, such as Agenda, User Name, etc. are governed by options set in the Event Text form. This also applies to the form: Tri-Fold - w/Event Text. The Tri-Fold - w/To-Do List is also governed by the print options that are set in the To-Do list form.

Changing Calendar & Print Options...

1 Click Options on the Print Schedule window.

2 Click one of the calendar views from the list on the left.



3 Click the calendar and print options that you want to incorporate into the printed document, Click OK

Page Layouts

Click **Page Layout** on the Print Schedule window. Choose from a variety of print layouts, such as DayRunner, Day-Timer and Franklin Quest.

Java Client Printing Shortcuts

Daily View

Click on a specific event and use **Ctrl-P** to print that event.

Monthly View

Click on a day and use **Ctrl-P** to print all events for that day.



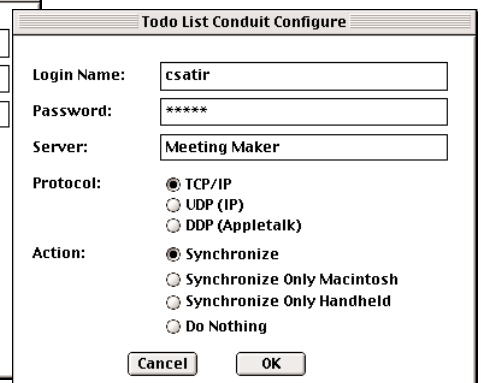
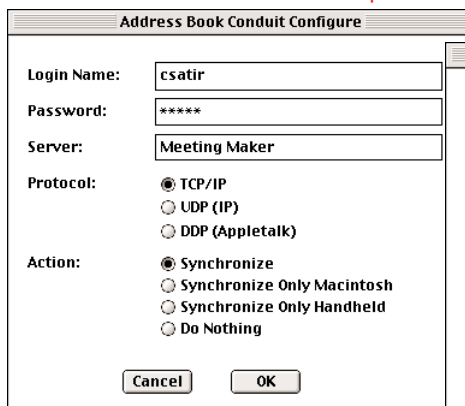
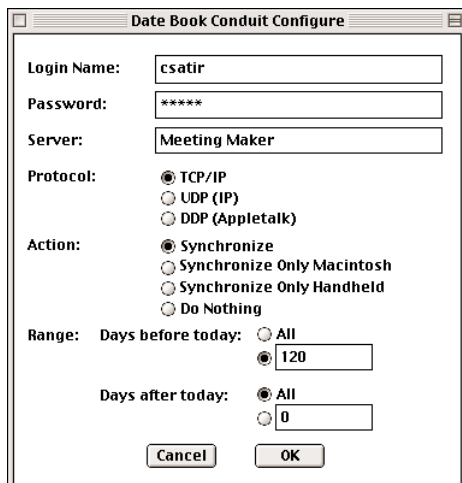
Palm OS Synchronization









Meeting Maker 6 allows users with Palm OS devices to synchronize directly with Meeting Maker Mac or Win clients. Synchronize your Calendar/Date Book, Contacts/Address Book and/or To-Do List information directly with Meeting Maker. If you already have the Palm Desktop/Mac Pac software installed on your workstation, once installed, the Meeting Maker Palm Conduits will replace the default Palm or third-party conduits.

Users can choose to install only specific conduits, if, for example, they wish to use other conduits in conjunction with Meeting Maker. After installation of the Meeting Maker Palm Conduit(s), restart the Conduit Manager(Mac) or Hotsync Manager(Win). By double-clicking on one conduit and entering your Login Name, Password, and Meeting Maker Server name, the other two conduits will automatically populate with the appropriate information.

Note: Information on configuration and setup of the Palm Conduits can be found in the User Guide and/or at <http://www.MeetingMaker6.com>.













Keyboard Shortcuts








								
File Menu	New Activity/To-Do	Ctrl+N	⌘ N	View Menu	Daily Calendar	Ctrl+D	⌘ D	
	Propose Meeting	Ctrl+M	⌘ M		Monthly Calendar	Ctrl+Y	⌘ Y	
	Open a selected Meeting, Activity, or To-Do	Ctrl+O	⌘ O		Messages	Ctrl+E	⌘ E	
					To-Do List	Ctrl+T	⌘ T	
	Close a selected Meeting, Activity, or To-Do	Ctrl+W	⌘ W		Go to day	Ctrl+G	⌘ G	
					Find	Ctrl+F	⌘ F	
	Print Schedule	Ctrl+P	⌘ P		Tile Daily	Ctrl+I	⌘ I	
	Sign Out	Ctrl+L	⌘ L		Proxy Menu	Proxy 1 (You)	Ctrl+1	⌘ 1
	Exit/Quit	Alt+F4	⌘ Q			Proxy 2	Ctrl+2	⌘ 2
						Proxy 3	Ctrl+3	⌘ 3
Other Shortcuts: Copy Activity/Meeting		CTRL-drag	Option-drag	Other Shortcuts: Calendar Navigation		CTRL-Click 	Option-Click 	

Meeting Maker Symbols




Guest List

-  User invited as a required guest
-  User invited as a optional guest
-  Guest busy at proposed meeting time
-  Status unknown (no server connection)
-  Meeting scheduled outside of guest's normal work hours
-  User receives a (cc) copy of the meeting proposal
-  User receives a (bcc) copy of the meeting proposal
-  Guest has accepted your meeting invitation
-  Guest has declined your meeting invitation
-  Guest has postponed response (I'll decide later)








To-Do List

- To-Do item you proposed or a personal To-Do item
-  All participants have accepted the To-Do proposal
-  At least one participant has refused the To-Do proposal
-  To-Do proposal Status is unknown
-  Comments were added to the To-Do proposal by a participant
-  Completed To-Do item
-  Completed group To-Do item
-  Message regarding changed To-Do item


User List

-  Public, Private or Global Group
-  Room
-  Equipment







Daily Calendar

-  Confirmed meeting
-  At least one guest declined your meeting proposal
-  Activity
-  Notes or comments are attached to the activity or meeting proposal
-  Connected to the server
-  Disconnected from the server
-  Working offline

Monthly Calendar

-  Banner symbol in the monthly view

Message Window

-  New Meeting Proposal or To-Do request
-  Message regarding rescheduled meeting
-  Message regarding canceled meeting
-  Confirmed meeting
-  Message regarding changed meeting
-  Guest has declined your meeting invitation

Visit our website at <http://www.MeetingMaker6.com> for more detailed information including: a step-by-step User Tutorial (in HTML), documentation, FAQs, and technical support bulletins.